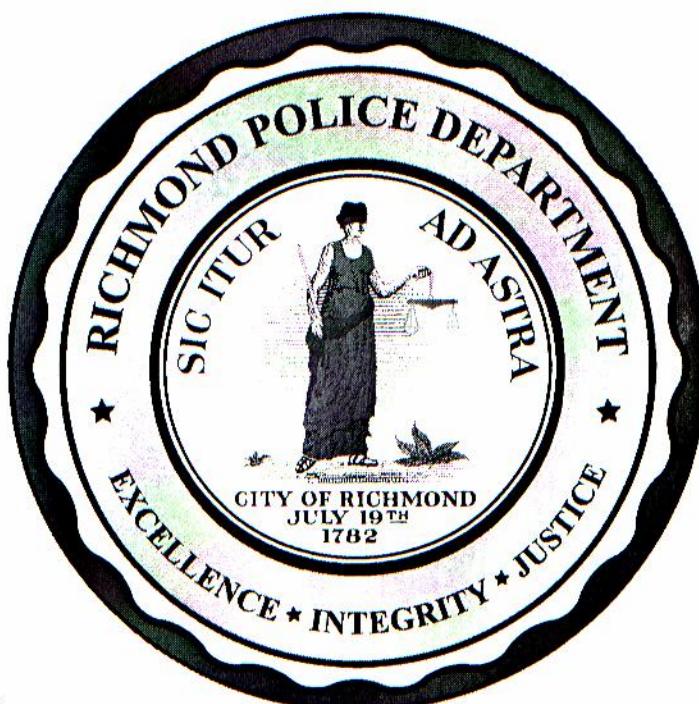


RICHMOND POLICE DEPARTMENT



11-39
**POLICE SEGWAY
OPERATING MANUAL**

A handwritten signature in black ink, appearing to read "Brian T. Hawkins".

3/21/2009

Chief of Police or Designee

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PURPOSE

The purpose of this manual is to establish the policy, procedure and responsibilities for the safe and efficient utilization of all Richmond Police Department-issued Segways.

POLICY

It is the policy of the Richmond Police Department that Segways will be deployed for specific assignments and will not be used for routine or general patrol. Virginia law enforcement vehicles used in routine or general patrol service must be conspicuously marked and equipped with at least a siren and emergency lights in operational order and a radio to maintain constant communication.

DEFINITIONS

Operator – any member of the Department, regardless of rank, assigned and certified to operate a Department-owned Segway

Department-approved training – 2 hours of standard training in the Segway Basic Operator's Course

Segway – a self-balancing, two-non-tandem-wheeled device that is designed to transport only one person and powered by an electric propulsion system

Directed Patrol – working in a specific area with unique concerns

General Patrol – working in an assigned patrol Sector

SELECTION

In order to be selected as a Segway operator, the candidate must have completed a Department-approved Segway Basic Operator's Course. Candidates will submit a Request for Training (PD-14) to their immediate supervisor. The supervisor will then consult with the Department's Safety Officer in regards to the candidate's medical records. A history of injuries which may be aggravated by Segway duty, especially back or knee injuries, should be taken into consideration as well as driving records for on-duty traffic accidents. The supervisor will then submit his/her recommendations to the OIC of the Training Academy.

TRAINING

Prior to operating any Department-owned Segway, the operator shall successfully complete the Department's approved training for the operation of this vehicle. The training will include a

cone course, off-road segment, stairway practice and video instruction. Training will be facilitated by the lead Segway trainer and records will be maintained at the Training Academy.

COMMUNICATION

A Segway Operator shall be considered foot patrol with a means of increased mobility. As such, when communicating with the radio dispatcher, identify oneself as "W-Number ____".

UNIFORMS

Operators are required to wear the current standard Department-issued bicycle helmet with the chinstrap securely fastened and eye protection. Operators shall not wear sunglasses during periods of darkness or reduced visibility.

Operators are required to carry their Department-issued radio and carrying case. Radios equipped with a microphone may be worn attached to the officers' issued belt along with the required shoulder strap. Radios shall not be attached to the Segway.

Operators are not to use a cellular telephone while actively driving a Segway vehicle unless a situation arises where the need to communicate is essential for public safety.

SEGWAY CONSTRAINTS

Due to state law and basic safety considerations, the following limitations shall be strictly enforced for Segways:

- Pursuits are strictly forbidden.
- Speed limits and motor vehicle laws shall be obeyed.
- Operating speed for the Segway shall be limited to 25 mph.
- No high-speed surveillance is permitted.

In circumstances that require the member to conduct traffic stops:

- The operator must conduct the stop in the same safe manner as a walking unit.
- The operator shall not utilize Police Segways as emergency vehicles to perform traffic stops or engage in pursuits.
- The operator shall assess the location of the stop and dismount as soon as practical, to affect contact with the driver.

When responding to any 'Mayday' or 'Officer Needs Assistance', caution shall be exercised. The Segways are non-police package equipped vehicles. The traffic laws of the Commonwealth of Virginia shall be obeyed.

ACCIDENT AND MAINTENANCE PROCEDURES

When an operator is involved in an accident or the Segway is damaged, operators shall follow standard procedures for reporting accidents/damage involving City-owned vehicles as deemed appropriate by the operator's immediate supervisor. All maintenance that may be required shall be reported to the Shift Sergeant and coordinated by the Precinct Executive Officers in accordance with established procedures. The Precinct Executive Officer will contact Segway of Richmond to coordinate maintenance through the use of the established RPD account.

Supervisors shall be responsible for completing a Semi-Annual Inspection Sheet (PD-128) for assigned equipment.

OPERATION AND EQUIPMENT

Prior to operating any Segway, the operator shall conduct a thorough inspection of the vehicle to ensure that all necessary equipment and lights are present and functioning. Mandatory equipment shall include a handlebar bag and first aid supply kit. Immediately report any damage or malfunctioning equipment to the Shift Sergeant and record the information in the vehicle inspection log on the PD-86, Vehicle & Equipment Inspection Report (Segway). Any Police Segway that is malfunctioning will not be placed into service until the issue is resolved. The Precinct Executive Officer will coordinate the repair procedures through Segway of Richmond through the use of the established RPD account.

The Police Segway is equipped with a High Visibility Lighting Device and an Audible Warning Device which are only intended to be utilized to safely and effectively light the member's path and audibly announce a police presence. Operators should keep both hands on the handlebar except to operate the radio or when giving hand signals. When dismounting, operators shall activate the internal security system and secure the info key. Exercise caution when operating a portable radio. Operators shall bring the Segway to a halt in a safe location, out of the flow of traffic, to use the radio. Only under exigent circumstances will an operator utilize a portable radio while in motion. Operators are not permitted to transport a second rider and smoking is strictly prohibited while operating the Segway.